

Opening Date:	April 17, 2014	Closing Date:	May 1, 2014
Job Title:	Courtroom Clerk	Position Type:	Regular Full Time
Pin:	000614	FLSA Status:	Non-Exempt
Locations:	District 8, Baltimore County Towson, Maryland	Grade/Salary:	J07 \$32,033 - \$38,000 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: This is specialized clerical work at the advanced level in the District Court. Employees in this classification serve as a courtroom clerk assisting the judge in courtroom procedures. Office duties include data entry and rescheduling civil cases, issuing Body Attachment/Show Cause orders, and completing tried dockets for the accounting and criminal/ traffic departments. Assists the Judge with the docket, prepares/generates paperwork for the Judge's and/or defendant's signatures and review and complete dockets before returning them to the proper section of the District Court. Assists the Judge in the maintenance, operation, and organization of the courtroom. Performs microphone checks daily, recording and tagging all proceedings using CourtSmart; enters dispositions into the Courtroom Wizard/ DV Courtroom programs. Generates the correct paperwork for each case and reviews for accuracy before Judge's signature. Assists the rent clerk in the preparation of the Rent Court docket for trial. Assists the public by phone or in person. Work is performed with considerable independence and is evaluated by a higher level supervisor for efficiency, effectiveness, timeliness, and compliance with procedures. Employees are expected to resolve a variety of unprecedented or unusual problems. Some lifting of files required. Works overtime as needed.

Education: High School Diploma or GED.

Experience: Three years of clerical experience to include:

- A) one year of experience working in a trial or appellate court *or*
- B) one year of experience in the fields of criminal justice, parole and probation, legal, or other related fields where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

Notes: Applicants may substitute education in any field from an accredited college or university for up to two years of the required *clerical experience* at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, judicial studies, or related field from an accredited college or university for the required *court experience* at the rate of thirty semester credit hours for each year of experience.

Preferred: Proficiency in typing, data entry or word processing.

Skills/Abilities: Knowledge of District Court procedures, rules, practices and regulations. Knowledge and understanding of the appropriate use of all District Court forms used in a courtroom. Knowledge of court and legal terminology and the ability to correctly interpret procedures, laws, rules and regulations. Ability to use a computer and perform basic math. Ability to work with significant time constraints and restrictive working conditions; ability to understand and carry out complex instructions; ability to pay attention to detail and communicate effectively. Ability to maintain and use detailed filing systems. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume/cover letter stating position title, PIN, and location. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Maryland Judiciary, HR Dept.
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.